

S&MA Mission Services Task Directive

Control No. 0035A 35B <i>JB</i>	ORG NO.: QS40	PROJECT CODE: HEDS_IA	Contract No. NAS8-00179
Originator's Signature: Angelia D. Walker <i>Angelia D. Walker</i>		Date: 12/17/03	Originator's Priority: High
Office Manager's Signature: Angelia D. Walker <i>Angelia D. Walker</i>		Date: 12/17/03	
COTR's Approval: <i>Long J. Ha</i>		Date: 1-24-04	
Subject: Independent Assurance for Human Space Flight Enterprise			

Task Description: HSF Independent Assurance (PWS Section 9.0)

This Revision B to Technical Directive No. 35 is to add Space Shuttle Mission Risk Assessment to the current IA base contract task. This will increase the effort required to complete the task.

Use senior staff to perform independent assurance tasks in support of the Human Space Flight (HSF) Independent Assurance (IA) Office of NASA HQ code Q. The MSFC IA Manager will approve tasking. The customer with the approval of the MSFC HSF IA Manager may request assessments supporting MSFC projects and programs. IA tasks will include, but are not limited to the following:

- a. Track project/program operations and make recommendations of potential IA topics to the MSFC HSF IA Manager as appropriate.
- b. Develop and maintain IA assessment work plans.
- c. Perform assessments in accordance with approved assessment plans. Coordinate with appropriate IA team members, other organizations conducting related assessments, and program/project offices while researching issues. Report significant issues or concerns developed by the assessment immediately to managers/team members and appropriate Program/Project personnel.
- d. Develop analyses, observations and recommendations. This will include incorporation of any program/project responses to the IA observations.
- e. Brief observations to the HSF IA Representative code Q, MSFC IA Manager or designee, appropriate program/project and as required S&MA personnel.
- f. Coordinate on closure of report observations and any assigned actions.
- g. Assess the Space Shuttle Program (SSP) and associated payload or flight experiment risks and identify any unidentified risk to include: technical risks, programmatic risks, and general program health. Include in the assessments recommendations for resolution of issues.

Performance of the above stated tasks will be distinct and separate from other tasks on this contract, are directed solely by the MSFC HSF IA Manager, on behalf of NASA Code Q, and will be in accordance with the MSFC HSF IA Team Operating Plan (current revision).

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Deliverables:

1. MSFC HSF IA Team Operating Plan
2. Document observations and recommendations in approved assessment reports and briefings
3. Prepare monthly activity reports in support of HSF IA requirements

Schedules/Duration:

- 1) Support schedules as approved by the MSFC HSF IA Manager or designee
- 2) Task duration is approved by the MSFC HSF IA Manager or designee

Resource Estimate: (b)(4)

Report Progress To: QS-40

Frequency of Report:
Bi-weekly